

## 18. Historical Matters

### 18.1 REPORT 1: DEPUTIES HISTORICAL MATTERS – CHURCH ARCHIVE (Art 94)

- A. Rev G Opperman tables the Report.
- B. The Report will be concluded during the Synod session.

#### C. REPORT

##### 1. Mandate

Acta 2012:210-212.

**Decision: Noted.**

##### 2. Matters that the Synod take note of

###### 2.1 *Personnel*

- 2.1.1 Staff in the archive work professionally and more facets of archiving are implemented. A second staff member has been appointed in a permanent position in the archive. Sr A-E van Jaarsveld holds the position of assistant archivist since 1 June 2012.

The staff work at a fast pace and reach many outcomes. This progress is recorded on goal management report forms that are sent to the Deputies Historical Matters every three months for evaluation and control. The following information is recorded on the forms.

- 2.1.2 Staff work outputs are carefully recorded in the goal management report.

- 2.1.2.1 Research statistics are kept up to date.

- 2.1.2.2 Archiving of archivalia.

- 2.1.2.3 A number of inquiries from churches, individuals and academics are received and answered.

- 2.1.2.4 Inventories with descriptions of content are created and maintained.

- 2.1.2.5 Staff assisted with research for 3 students for master's degrees and 1 student's PhD degree.

- 2.1.2.6 The staff is responsible for general administrative tasks, maintenance and control of equipment.

- 2.1.2.7 Archivist trains the second member of staff and oversees projects and outputs.

- 2.1.2.8 Different projects are focused on in the archive: archiving, restoration and disaster management program, budget control, research, digitalisation, liaising with other archives and institutions and re-utilization of shelf space in the archive.

- 2.1.2.9 A number of manuals, information documents and forms are written and updated.

###### 2.1.3 Staff development

The archivist and assistant archivist attend various workshops and seminars. Workshops cover a wide range of issues regarding archival management, paper safekeeping and restoration of old documents and books.

###### 2.2 *Shelf space in the archive.*

###### 2.2.1 Re-utilization of shelf space

173 Shelves in the archive have been opened and can accommodate new acquisitions. Archivalia from younger churches have been processed, inventories created and it has been packed alphabetically in the shelves between existing congregation archivalia. More shelf space will be recovered when documents from existing collections with no research value are removed. This project is part of the planned focus areas in 2014/2015.

### 2.2.2 Rework of archival material from various shelves

Shelves in the archive have been vacated and storage space has been created after archival material from several shelves have been reworked. They are: Church history documents; Mission; Siloam; GSB Sustersvereniging; Hammanskraal TS; TSP restoration projects; Youth care; Classis Tshwane; CNO; Immigration; SDDS; Steynsburg Training College; Rev HA Louw; Reformed believers in the Ukraine; Translation of Confessions in African Languages; Postma family collections; Church newsletters.

### 2.3 *Archivalia*

2.3.1 A number of churches have sent archival material to the archive for preservation. Most of the documents have been neatly selected by the congregations according to a sorting list made available to congregations by staff. This simplifies the work of the staff. These documents need only be packed into boxes and numbers allocated according to the archival system. A very important component is the setup of inventories, data capture and packing of archivalia in shelves in the safe.

A hard drive with digital data of registers has been presented to the archive by the Genealogical Society of Utah, members of the Church of the Latterday Saints. Indexes have been compiled and the data is accessible to researchers. It is also available on Microfiche rolls.

The Bible Collection in the archive has been transcribed and data entered into electronic inventories.

### 2.3.2 Archivalia from Synod Midlands.

The collection of archival material from Synod Midlands continues amidst great challenges. In this regard the work of br Joseph Malunga must be mentioned. With great effort he visits churches and collects and binds valuable documents for the archive.

### 2.4 *Projects of the Archive*

2.4.1 Projects implemented in the Archive: (a) Colour coded system; (b) Plan and compile information for the GKSA web page; (c) Develop a Facebook page and update regularly; (d) Re-plan and use of archive space; (e) make Archive accessible to researches with the setup of inventories.

2.4.2 New projects that have been launched in the Archive: (a) Digitalisation; (b) Restoration and Repair; (c) Archiving of electronic data; (d) Create an Audio-visual Archive: Photo, Film and Video Library.

2.4.3 Staff do research and stay up to date with new trends in the archival fields.

**Decision: Points 2.1 to 2.4.3 noted.**

## 3. **Matters that the Synod decide on**

The Deputies recommend that:

3.1 Funding is provided for the expansion of digitalisation and backup of information, as well as the professional training of staff.

3.2 Congregations use the knowledge and expertise of the archive personnel to provide training regarding the handling and filing of archive documents.

3.3 The digital policy and way of minuting are presented to the congregations as guideline.

3.4 The Deputies recommend that a copy of the marriage register is sent to the Archive. The marriage register and baptism register of each congregation must be kept up to date and handed in to the archive.

3.5 Workshops are held in each Classis to inform the churches from Synod Midlands about the collections and safekeeping of documents. A proforma of minutes and other documents are also made available to the churches.

- 3.6 The job title “Assistant archivist” is changed to “Digital archivist” and the compensation for the position is adapted with consideration of appropriate compensation of professional qualifications in the archive industry.
- 3.7 The standing assignment of the Deputies is continued.

**Decision: Points 3.1 to 3.7 approved.**